



REQUEST FOR QUOTATION

Quotations will be received until **5:00 P.M., MST,**
May 26, 2005

RFQ No.: Q-DDD-05006

**ARIZONA DEPARTMENT
OF ECONOMIC SECURITY
Office of Procurement, 805Z
1789 W. Jefferson
Phoenix, AZ 85007
Phone: (602) 364-0170**

VENDOR QUOTATION - SERVICES

THIS IS NOT A PURCHASE ORDER

The terms and conditions on the Instructions to Vendors and Terms and Conditions should be reviewed and understood before preparing a quotation. Please reference the Contract's Officer Name and RFQ Number on the outside of the return envelope or on the FAX Cover Sheet. **RETURN THE QUOTATION BY THE ABOVE DATE AND TIME TO THE FOLLOWING ADDRESS:**

Address: Department of Economic Security (DES), Division of Developmental Disabilities (DDD), -Site code 791A, 1789 W. Jefferson—4th floor Southwest Corner, Phoenix, Arizona 850087, OR FAX to the number below

Contract Officer Name: Donna Douglas

PHONE NO. (602) 542-7061 FAX NUMBER: (602) 542-6874

Description of Service	Quantity	Unit	Unit Price	Extended Price
<p>The Department of Economic Security, Division of Developmental Disabilities is issuing this Request for Quote for the following service:</p> <p>Consultation (Quality Management Programs for Qualified Vendor Settings)</p> <p>The Purpose of service is to ensure that Qualified Vendors are meeting the Division's expectations relating to Quality Management programs in the Qualified Vendor settings. This includes providing professional information and advice to Qualified Vendors to assist in planning, developing, implementing and evaluating their individual and service programs. The Contractor shall be required to travel throughout the state and assist each of the six districts.</p> <p>Price not to exceed \$50,000.00</p>			\$	\$

Approved: _____

Date: _____

Procurement Officer

THIS SECTION MUST BE COMPLETED BY VENDOR

The undersigned hereby offers and agrees to furnish the service(s) in compliance with all terms, conditions and specifications in the Solicitation.

Company Name	Address	City	State	Zip Code	Phone Number
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Federal Employer Identification No. _____ - _____ - _____

Signature

Date

Typed Name and Title

SCOPE OF WORK
(Quality Management Programs for Qualified Vendor Settings)

1.0 DES MISSION AND VISION STATEMENTS

1.2 DES Mission: The Arizona Department of Economic Security promotes the safety, well-being, and self sufficiency of children, adults, and families;

1.3 DES Vision: Every child, adult, and family in the state of Arizona will be safe and economically secure.

2.0 SERVICE DESCRIPTION

2.1 A service that provides professional information and advice to assist in planning, developing, implementing, and evaluating individual and service programs and in providing coordination with the professional community.

3.0 PAYMENT UNIT/RATE

3.1 One payment unit equals one (1) hour (60 minutes) of service time. Service time is inclusive of staff time conducting research, participating at meetings, and report writing.

3.2 The Payment Unit Rate shall be all inclusive e.g. mileage, per diem, driving time, materials supplies, insurance, etc. The Department will not pay separately for these or any other costs. The Department will not pay for time spent in travel status.

4.0 STANDARD/LICENSURE REQUIREMENTS

4.1 The Contractor shall have at least four (4) years prior experience in Developmental Disabilities programs.

5.0 CONTRACTOR REQUIREMENTS

5.1 Under guidance of the Division of Developmental Disabilities Quality Management Administrator and Manager, the Contractor shall:

5.2 Be a resource for Division vendors in developing and organizing quality management plans and activities in a manner that promotes Division values, policies, and practices, which include:

- a.) Assisting in developing positive agency practices and policies as needed.
- b.) Investigating quality-of-care issues and providing analysis and recommendations to agency executives as needed.
- c.) Provide training to direct support and other agency staff as needed.
- d.) Facilitating intra-agency project improvement teams for the remediation of performance problems.

5.3 Support agencies in the development and implementation of plans of correction required by the Division that include:

- a.) Coordinating the submission of acceptable plans of correction with agency staff and District and Division Quality Management staff.
- b.) Assist with the monitoring of the implementation of plans of correction, including revisions to the plan of correction, as needed.

6.0 DELIVERABLES:

- a.) Provide to the Division a report of all quality management plans developed and organized for each Qualified Vendor assisted including how the Division's values, policies, and practices will be implemented.
- b.) Provide to the Division a report of all plans of correction, and revisions of plans of correction, for each Qualified Vendor assisted, including how the plans will be implemented.

INSTRUCTION TO VENDORS AND TERMS AND CONDITIONS

1. **SUBMISSION:** Offerors shall provide resumes of key staff persons, number of persons who will be working on the project, experience in providing similar services, ability to provide the service requested, the number of Payments Units capable of being delivered, and the Payment Unit Price by position and level of experience for conducting research, attending meetings, and report writing. This information shall be submitted by the specified due date and time as designated on the REQUEST FOR QUOTATION form.
2. **OPENING:** This is an informal quotation, which will not be read at a public opening; however, the information may be publicly reviewed after an award.
3. **STANDARD PROVISIONS:** The State of Arizona Uniform Terms and Conditions (UTC), the Department of Economic Security Special Terms and Conditions, and the Administration Special Terms and Conditions where applicable, are a part of this document as if fully set forth herein. In addition, there are special insurance provisions that apply to this solicitation. Copies of these documents are available upon request from the Contract Officer indicated on the REQUEST FOR QUOTATION form.
4. **TAXES:** The State of Arizona is exempt from Federal Excise Tax, including Federal Transportation Tax. Exemption certificates will be signed upon request. Sales Tax, if any, should be indicated as a separate item.
5. **BID REJECTION:** The State reserves the right to reject any, or all, bids, combinations of items, or lot, and to waive defects or informalities. The State also reserves the right to award a contract to more than one vendor. The State retains the sole authority to determine the acceptability of a bid based upon the vendor's compliance with the applicable terms and conditions and responsiveness to the solicitation.
6. **ERASURES:** Erasures, interlineations or other modifications must be initialed by the individual signing the Request for Quotation.
7. **PAYMENT UNIT PRICE:** In case of error in the extension prices in the Quotation, the Payment Unit Price will govern. The Payment Unit Price is to include all costs associated with delivering this service (ex: office space, insurance, cost of producing copies, etc.) except mileage, lodging, and meals which will be reimbursed separately at the current State travel rates.
8. **RIGHT OF WITHDRAWAL:** Quotations may be altered, amended or withdrawn prior to the specified due date and time. No Quotation may be altered, amended or withdrawn after this date and time.
9. **PAYMENT:** The State will make every effort to process payment for the purchase of goods or services within thirty (30) calendar days after receipt of an activity report. This report shall indicate Qualified Vendor assisted and denote the status of the development and organization of a quality management plan or the development and implementation of a plan of correction as required by the Division. The contractor shall also submit a correct notice of amount due, unless a good faith dispute exists as to any obligation to pay all or a portion of the account. Any bid that requires payment in less than thirty (30) calendar days shall not be considered.
10. **ARIZONA PROCUREMENT CODE:** The Arizona Procurement Code (A.R.S. Title 41, Chapter 23) and its Rules and Regulations (A.C.R.R. Title 2, Chapter 7), are made a part of this document as if fully set forth herein. Note: A.R.S. Title 41, Chapter 23 is available at most public libraries; A.C.R.R. Title 2, Chapter 7 may be purchased from the Arizona Secretary of State; and both are available for review at the Arizona Enterprise Procurement Services Office.
11. **STATE SET-ASIDE FOR SMALL BUSINESS:** This procurement is restricted to small businesses. A small business is one that, including its affiliates, is independently owned and operated, is not dominant in the type of business it conducts, and which employs fewer than 100 full time employees or which has gross receipts of less than \$4 million in its last fiscal year.
12. **FUNDING:** A contract resulting from this solicitation will not exceed \$50,000.00 for all contract periods.
13. **TERM:** The contract is anticipated to begin on or about 05/01/2005 or the date the DES Procurement Officer signs the Contract, whichever is later and end on 04/30/2007 and may be extended as provided by ARS 41-2546.

Revised:
1/25/05

- 14. EVALUATION CRITERIA:** Evaluation criteria are listed in descending order of importance. The award will be made to the responsible vendor whose offer is determined to be the most advantageous to the State, based on the following criteria:
- a. Experience and Expertise; and
 - b. The calculated overall cost based on payment points.
- 15. CERTIFICATE OF INSURANCE:** If awarded a contract as a result of this solicitation, a Certificate of Insurance that demonstrates compliance with the required coverage as stated in the DES Special Terms and Conditions must be submitted with the signed contract. The contract will not be processed until receipt of the Certificate of Insurance that includes the required coverage.
- 16. QUOTE REQUIREMENTS:** The quote must include the following:
- a) Request for Quotation (form) RFQ # DDD-05006 that includes the Payment Unit Price. The proposed Unit Price shall include all costs associated with delivering the service (ex. conducting research, attending meetings, and report writing, preparation of deliverables, etc).
 - b) Resumes of key staff proposed to provide the service.
 - c) Expected number of persons who will be working on the project
 - d) Background information on vendor's ability to deliver this service (limit 2 pages). Include where the service will be provided, experience in delivering the service, etc.
 - e) State of Arizona Substitute W-9 Form Request for Taxpayer Identification Number and Certification.
 - f) Submit documentation that self-certifies that your small business meets the small business requirements stated in Section 11 of these Instructions to Vendors.